JONATHAN WEINZAPFEL MAYOR

One N.W. Martin Luther King, Jr. Blvd. 306 Civic Center Complex Evansville, IN 47708 (812) 436-7823 TDD: (812) 436-4928 Fax: (812) 436-7809

THOMAS BARNETT, AICP EXECUTIVE DIRECTOR

<<date>>

«Contact\_Name»

«Organization Name»

«Contact Address»

«Contact\_City», «Contact\_State» «Contact\_Zip»

Dear «Contact\_Name»:

DMD monitored your program(s) on <<date of monitoring>>. The following concern(s) (or findings) were noted during the monitoring visit. <<li>st of concerns and/or findings.>>

These concern(s) (and/or findings) need to be resolved to be in compliance with your agreement with DMD. (Or if nothing is wrong, DMD found your program/program(s) to be in compliance with your agreement with DMD).

I would like to meet with you again in a couple of weeks to discuss how to resolve these concern(s) (and/or findings). << If simple, then expect it to be taken care of in a couple of weeks by the re-visit.>> I will work with you to develop a plan and timeline to resolve these concern(s) (and/or findings).

Please check your calendars to determine when all necessary personnel will be available. I will be contacting you to set-up a follow-up meeting soon.

During the re-monitoring visit, I will be reviewing case files, financial records and general program operations that pertain to the listed concern(s) (and/or findings). If you have any questions regarding monitoring, please do not hesitate to call me at <<CDS phone #>>.

Sincerely,

<<Name of CDS>>
Community Development Specialist

